



Superior Court of the State of California
County of Kings
 1426 South Drive, Hanford, CA 93230
 (559) 582-1010

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON THE
 PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

Guardianship
Packet Purchase Price: \$20.00

FORM NUMBER	FORM NAME	Last revised on:	pgs
Information ONLY sheets:			
letter *	Letter to Applicant	05-05-05	1
GC 205	Guardianship Pamphlet	01-01-01	6
When Applying for Temporary Guardianship:			
Local form *	Guardianship Questionnaire (complete one per applicant)		9
Local form *	Witness Questionnaire (x6)		2
GC 110	Petition for Appointment of Temporary Guardian or Conservator	01-01-98	2
GC 120 *	Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)	01-01-03	2
GC 211 *	Consent of Proposed Guardian, Nomination of Guardian, and Consent to Appointment of Guardian and Waiver of Notice	01-01-04	1
GC 212 *	Confidential Guardian Screening Form	01-01-06	2
GC 248 *	Duties of Guardian	01-01-01	5
GC 140	Order Appointing Temporary Guardian or Conservator	01-01-98	2
GC 150	Letters of Temporary Guardianship or Conservatorship	01-01-03	1
When Applying for Permanent Guardianship:			
GC 210	Petition for Appointment of Guardian of Minor	01-01-01	2
GC 020	Notice of Hearing Guardianship or Conservatorship	07-01-05	2
GC 020(MA)	Attachment to Notice of Hearing Proof of Service by Mail	07-01-05	1
GC 020(PA)	Attachment to Notice of Hearing Proof of Personal Service	07-01-05	1
GC 020(P)	Proof of Personal Service of Notice of Hearing	07-01-05	1
GC 021	Order Dispensing with Notice Guardianship or Conservatorship	01-01-98	1
GC 240	Order Appointing Guardian of Minor	01-01-98	2
GC 250	Letters of Guardianship	01-01-98	1
Local form	Declaration of Diligent Search		4
Local form	Proof of Service for Personal Service or by Notice and Acknowledgment of Receipt		1

* If Temporary Guardianship is NOT applied for these forms shall be completed when applying for Permanent Guardianship

There are other forms, which may be necessary in your particular case, available upon specific request.

Filing fees:

Petition for Appointment of Temporary Guardian or
 Petition for Appointment of Guardian.....\$ 180.00
 Notice of Hearing.....\$ 40.00

Investigation fee\$ 150.00
 (paid upon return of the completed Investigation Packet)

Please be aware of the following information:

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are NOT PERMITTED to, NOR WILL THEY give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney

Assistance may be obtained from:

- ☒ **Self-Help Center** located online at www.courtinfo.ca.gov. Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.

Information regarding the filing fees:

- ❖ If applying for the filing fee to be waived, the following forms must be completed and submitted with your first paper:

Application for Waiver of Court Fees and Costs (Form number 982(a)(17)),

Order on Application for Waiver of Court Fees and Costs (Form number 982(a)(18))

Preparing documents for filing:

- ❖ All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- ❖ The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- ❖ Each original form submitted for filing must be two-hole punched at the top.
- ❖ Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

Do I complete all the forms?

No, not all forms included in this packet are filed with the *Petition for Appointment of Temporary Guardian* (form GC110) or the *Petition for Appointment of Guardian* (form GC210). There are forms in this packet that will be utilized at a later time, depending on your circumstance.

How many copies do I make?

Make one copy for each party to be served in this case and an extra copy for yourself.

How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

Each **set** of forms must be *stapled*.

What do I do with my copies?

For Temporary and/or Appointment of Guardianship: your copies will be stamped with a case number and conformed.

When submitting the "Notice of Hearing" form: a court date will be issued. The "Notice of Hearing" will be returned to you to have all parties served with a copy. Once all parties have been served complete page 2, "Proof of Service by Mail". Make sure the completed original "Notice of Hearing" is submitted to the court at least 5 court days prior to the hearing.

Who do I have served?

The people who are entitled to service are: Biological Mother, Biological Father, Biological Paternal Grandparents, Biological Maternal Grandparents, and any siblings over the age of 12.

What if all parties do not get served?

The hearing will not be held if all parties have not been served or service has not been attempted.

The form "Declaration of Diligent Search" is provided in this packet for parties that cannot be located/served.